

## Appendix A – System Requirements and Web Installation Instructions

### System Requirements

- Microsoft Excel 5.0 or higher (for converting BureauNet Import files)
- Microsoft Access 2000, 2002 (XP) or 2003
- Adobe Acrobat Reader 6.0 or earlier
- There are Microsoft library routines needed for this tool that are included in the downloaded ZIP file. The software provided in the ZIP file (<http://www.fema.gov/fima/nt/>) must be installed on each laptop/PC on which the National Tool (NT) will be used. This software is installed using the Setup.exe file. After the installation, the database (or .MDB file) and the folder named NFMDCT, which contains associated files, can be updated/replaced as necessary, but must always be stored together in the same location.
- While there are not strict guidelines for PC processing speeds or RAM when using the NT, a Pentium III processor with at least 128MB of RAM or better will help to facilitate the following: 1) successful import of BureauNet data when there are hundreds or thousands of records; 2) successful appending of records when there are hundreds or thousands of records; 3) faster record loading times when browsing through records; 4) faster display of thumbnails when browsing through records; and 5) faster download of pictures in the image gallery.

Questions about using the National Tool and reporting your findings should be directed to

Community Assistance Section  
Risk Assessment Branch / Mitigation Division  
FEMA  
500 C Street, SW  
Washington, DC 20472

Copies of the National Tool on CD-ROM (FEMA 497CD/May 2005) can be ordered by calling FEMA Publications at 1-800-480-2520.

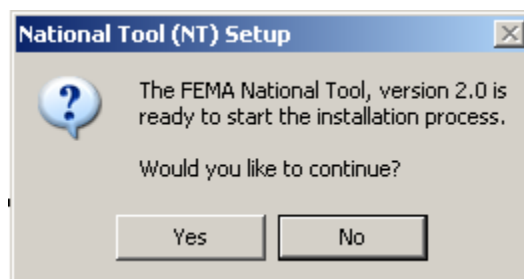
## **Web Installation Instructions**

**NOTE:** You must have permissions to the C:\Windows\System32 folder in order to load this application (administrative rights).

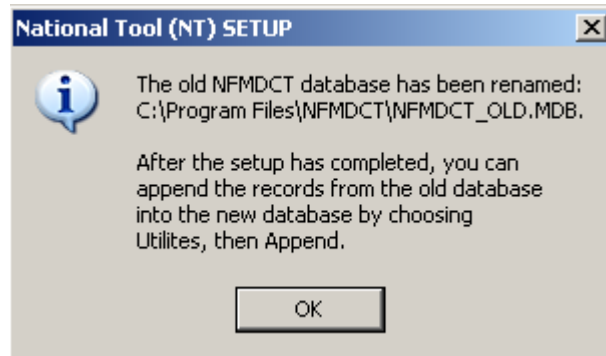


**CAUTION:** Before installing any version of the NT application, make a copy of the existing NFMDCT folder found in C:\Program Files and save it to an external location like a CD-ROM or memory stick or to another location on the C:\ drive other than C:\Program Files\NFMDCT. For Access 2003 installation, if you select Remove when prompted, failure to back up your existing files previously will result in the loss of all your existing property records, images and documents during installation.

1. On the NT page (<http://www.fema.gov/fima/nt/>) go to Download the NT software (ZIP 60MB) and click on ZIP. Save the folder in the C:\ drive. Once downloaded, go to C:\nt and click on Setup.exe.
2. The program will prompt whether you want to continue with the installation or not. If you continue with the installation and the NT application currently exists on the PC, the database will automatically be renamed (see Step 3).



- The following message will display **only** if the NT application currently exists on the PC. The database on the PC will be renamed NFMDCT\_OLD.MDB so the new database, NFMDCT.MDB, can be loaded. After the installation is done, the properties from the NFMDCT\_OLD.MDB database can be appended into the new database, NFMDCT.MDB. To append properties, start the NT application; select Utilities from the main menu, then Append Properties.



- The installation program will attempt to determine which version of Microsoft Access™ is on the PC. If it can't, it will display the dialog box seen below. Click the appropriate button for the version to be installed. If you're unsure of the Microsoft Access™ version you have, open Microsoft Access™, click on Help, then About Microsoft Access.



- When the Installation program begins, click OK on the first screen.

## For Access 2000/2002 installation

- a. Click the computer icon on the next screen to start the installation.



*You may receive the following message for some of the files that are loaded: **"A file being copied is not newer than the one that is currently on your system. It is recommended that you keep your existing file. Do you want to keep this file?"** If the file has a .DLL or .OCX extension, you should keep the file. If it doesn't, you should NOT keep the file.*

## For Access 2003 installation



**CAUTION:** Before installing any version of the NT application, make a copy of the existing NFMDCT folder found in C:\Program Files and save it to an external location like a CD-ROM or memory stick or to another location on the C:\ drive other than C:\Program Files\NFMDCT. For Access 2003 installation, if you select Remove when prompted, failure to back up your existing files previously will result in the loss of all your existing property records, images and documents during installation.

1. If the NT application already exists on the PC, the installation program may prompt to **Repair** or **Remove** it. If the version on the PC is the same as the version on the ZIP files, choose Repair; if it isn't or you aren't sure, choose Remove.



**CAUTION:** When the remove process has finished, run Setup.exe again from the ZIP files to install the application, and continue from the beginning of these instructions.

2. Click Typical Installation.



*You may receive the following message for some of the files that are loaded: **"A file being copied is not newer than the one that is currently on your system. It is recommended that you keep your existing file. Do you want to keep this file?"** If the file has a .DLL or .OCX extension, you should keep the file. If it doesn't, you should NOT keep the file.*

6. The application will be loaded onto the hard drive in *C:\Program Files\NFMDCT*.



*If you cancel the installation, and a version of the NT application previously existed on your PC, you will have to rename the old database. Browse to the C:\Program Files\NFMDCT folder and rename the most recent NFMDCT\_OLD.MDB file to NFMDCT.MDB.*

### **Enhancements made to this version**

1. Several new reports were added to the system. You can run the reports from the main menu by clicking on the Reports button or you can choose View / Reports from the menu bar in Limited or Detailed views.
2. New utilities were added that allow you to
  - a. Import Latitude/Longitude numbers and pictures
  - b. Select certain criteria when appending data
3. The Find options have been expanded and some bugs were fixed
4. The menu bar on the Limited and Detailed views were restructured
5. Several new fields were added
6. The View/Images screen was rewritten to allow you to view up to six thumbnail images per page. You can right click an image to delete it or set it as the main image.
7. In Limited view you can choose whether to view the thumbnail image or not
8. Additional key functionality was added to Limited and Detailed views
  - a. Page down key = go to the next record
  - b. Page up key = go to the previous record
  - c. Home key = go to the first record
  - d. End key = go to the last record
9. The Neighborhood and Land Use options in Limited View were modified.
10. The Import BureauNet feature has been improved. You no longer have to modify the spreadsheet to remove "VAL NOT AVAIL" and "ASSUMED CONDO" values. The spreadsheet still has to be saved in Microsoft Excel version 5.0 or greater.

11. A new program has been added to assist in compacting the database. To compact the database, go to C:\Program Files\NFMDCT and double click on Compact\_MDB.EXE. Browse to the database and select the continue button. A backup is always saved in the backup folder before the file is compacted. Do not interrupt the compact process once started. Interrupting the process may corrupt the database. If corrupted, restore the file with the backup file stored in the backup folder.
12. The address has been included at the top of the Limited and Detailed views
13. A new menu bar was added to each report. You can now print a range of pages and export the report to different formats.
14. Several bugs were fixed